

Accounting Tips and Tricks



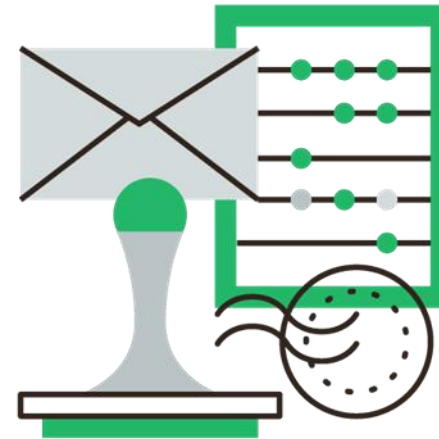
ACAP SYSTEMS CONFERENCE 2022

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Welcome

In this session you will learn a few tips and tricks to help you with your End of Day/End of Month Processes.



ACCOUNTING



End of Day Tips

- Make sure your “TOTS” match both your money and your cashier sessions each day
 - CBRRTOT





End of Day Tips

- Remember to run CAPCFED in **TEST** mode, then in **LIVE**.
 - If test mode shows any error(s), **STOP** and contact Application Support.
- Save your CARCTGL to a file on your desktop for quick reference.
 - We recommend creating a folder on your desktop for accounting purposes.
- If you lose your form due to power or system outage, need to work on other things or just want to review it again later, you can go to GJIREVO through Direct Access.
 - These forms will go back approximately 90 days
- Approve deposits upon returning from the bank.
 - ***Unless it's a new posting period, complete EOM process first, then approve.**



I have my Bank Statement...what's next?

Does your bank account accrue interest? Where do you record it?

- **CBAMISC**

Custom Miscellaneous Fee (CBAMISC) (HDCLOUD)

Receipt ID:

Account:

Auth ID:

Receipt Comment:

Qty	Detail	Description	Fee Amount	Pay Amount
1	INTD	INTEREST DUE ON ACCOUN	.00	
	INTR	INTEREST RECEIVED ON A		.00

Receipt Control

Total: .00

Cashier Session Review (CBACREV) (HDCLOUD)

Session User: Post Period: 2022 7

Session Number: Start Date:

Last Entry Date: End Date:

Session Summary

Session Detail Summary

Transaction Type: Category:

Cashier Session Summary

Code	Type	Description	Amount

- * **Make sure to select the correct posting period in CBACREV when closing the cashier session.**



I have my Bank Statement...what's next?

- Had a check returned for Insufficient Funds, but not sure what to do?

Go to **CBARCPT**

This form allows you to void, view or reprint any receipts.

Custom Receipt Void/Query/Reprint (CBARCPT) (HDCLOUD)

Receipt: Void of:

Comment:

Void Ind	Payor ID	Payor Description	Detail	Payment Amount	Balance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Case ID	Viol/Doc	Detail Description	Amount	Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vio/Doc Desc:

Total Payment: Total Voided: Applied:



Accounting Tips & Tricks

NSF

- Go to **CBAACCD**

- Case ID
- F9 (or select “LOV” button)
- Select Party ID
- All Case Fees
- F6 to enter new DETC
- Detail code (NSF) Fee will auto populate, amounts vary
- F10 to save

Custom Case / Party Account Detail (CBAACCD) (HDCLOUD)

Case ID:

Party ID:

☐ All Case Fees

Priority	Quantity	Docket Code	Violation Code	Description	Plan
15	1	<input type="text"/>	27-16-303	DRIVING ON SUSPENDED L	<input type="text"/>
Detail:	FINE	FINES GENERAL	Amount:	360.00	Balance: 347.50
99	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	NSF	NON SUFFICIENT	Amount:	25.00	Balance: 25.00
15	1	<input type="text"/>	27-16-303	DRIVING ON SUSPENDED L	<input type="text"/>
Detail:	CCTR	TRAFFIC COURT C	Amount:	75.00	Balance: 62.50
15	1	<input type="text"/>	27-16-303	DRIVING ON SUSPENDED L	<input type="text"/>
Detail:	JFCI	CITY JAIL FINE	Amount:	20.00	Balance: 7.50
15	1	<input type="text"/>	27-16-303	DRIVING ON SUSPENDED L	<input type="text"/>
Detail:	JFCO	COUNTY JAIL FINE	Amount:	20.00	Balance: 7.50

Refresh, Reset, Refocus



I have my Bank Statement...what's next?

- Have you cleared all checks in Contexte that are on your bank statement?

- **CAACKRC**

- Select “Outstanding” radio button
- Click “LOV” button to choose your account
- Click the “cleared” box next to each check that has **CLEARED** the bank and put in the clear date shown on the bank statement.
- F10 to save

Check Reconciliation (CAACKRC) (HDCLOUD)

☒ All ☐ Cleared ☐ Outstanding ☐ Voided

Bank Account: Name:

Check Number Range From: To:

Display all checks which are at least days old

Check Summary **Check Detail**

Check Number	Check Date	Check Amount	Cleared	Cleared Date	Void	Void Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>



Outstanding Checks?

F9 and enter, it will pull up Database quicker!

CARCKST

You can save any parameters here!

Process Submission Control Form GJAPCTL (HDCLOUD) v4.6

Process: **CARCKST** Check Status Summary Report Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parameter Values

Parameters	Values
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submission

☐ Save Parameters As: ☐ Hold ☐ Submit

- Once you clear your check, run your CARCKST to get the balance of your Outstanding checks. This is used in Reconciliation



Contexte Over/Short Explained

Over/Short Negative (-) Amount:

- Contexte has more receipts than deposited in the bank?
 - This could possible mean:
 - Receipt posted in Contexte but not yet deposited in the bank.
 - INA deposit error where receipt is created in Contexte but no corresponding deposit in the bank.
 - Disbursement error from a previous posting period.



Bank Over/Short Explained

- Over/Short Positive (+) Amount
 - The Bank has more deposits than Contexte receipts. This could be because:
 - A deposit or bank transfer made in the bank account without a corresponding receipt in Contexte.
 - INA deposit error where receipt is created in Contexte but no corresponding deposit in the bank.
 - Disbursement error from a previous posting period.



Some Common CAPCFED Errors

- Rounding error
- Results come back negative
- Needs to be assigned to a TA to research and make necessary changes

Report: CAPCFED
User: [REDACTED]
RunTime: 10:46 A.M.
Instance: HDCLOUD

ContexteFE 5.2
Courts General Ledger Feed Process

RunDate:02-JUN-2022

Run Mode: T
Report Type:S
Court Code:[REDACTED]
Location Code:[REDACTED]

ORA-20171: *ERROR*: Comparing the amount distributed to the amount calculated. ORA-20001: A rounding error of -125.00 occurred in CP_Calc

WRN-ORACERR: Error occurred in file capcfed.pc at line 3377

WRN-ERRSTMT: Following statement was last statement parsed:

declare dummy_doc_code VARCHAR2 (8) ; dummy_seq_no NUMBER (4) ; Be



What it feels like having a CAPCFED Error





Disbursement Errors

Reasons for having Disbursement Errors in a previous posting period:

- Inter period voids
- Errors in Posting payables
- Inverted Numbers
- GL Manual Entry- not represented on the receipt to payable report.



Accounting Tips & Tricks

Questions?

Refresh, Reset, Refocus

Welcome to



Refresh, Reset, Refocus

50:50



15. \$1,000,000
14. \$500,000
13. \$250,000
12. \$125,000
11. \$64,000
10. \$32,000
9. \$16,000
8. \$8,000
7. \$4,000
6. \$2,000
5. \$1,000
4. \$700
3. \$500
2. \$200
1. \$100

Refresh, Reset, Refocus

**What is the name of the form
where payments are taken?**

A: CBAPYOL

B: CBAPAYM

C: CBAACCD

D: CBACTRL



- 15. \$1,000,000
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- 8. \$8,000
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- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

**Where can I set myself up as
accounting supervisor?**

A: CBRRTOT

B: CAPCFED

C: CBACTRL

D: CARCTGL

50:50



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- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

**Every clerk who opens a cashier session
must run this report for EOD.**

A: CAPCFED

B: CBRRTOT

C: CZRLIAB

D: CBACREV

50:50



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- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

**Which docket code denotes
an electronic filing payment?**

A: EFCC

B: EFCH

C: EFPA

D: EFPB

50:50



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- 8. \$8,000
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- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

**Miscellaneous payments are
taken here.**

A: CBAPAYM

B: CBAACCD

C: CBAMISC

D: CTRDETC

50:50



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- 8. \$8,000
- 7. \$4,000
- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

Which report displays payables that have been created and need a check to be cut?

A: CBARCPT

B: CTRBANK

C: CBIAHIS

D: CZRLIAB

50:50



- 15. \$1,000,000
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- 6. \$2,000
- 5. \$1,000
- 4. \$700
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- 2. \$200
- 1. \$100

Where may I approve deposits?

A: CBACSPV

B: CBRRTOT

C: CAPCFED

D: CBACREV

50:50



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- 8. \$8,000
- 7. \$4,000
- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

Where do I void a receipt?

A: CBARCPT

B: CZRRCPT

C: CBAMISC

D: CZRLIAB

50:50



- 15. \$1,000,000
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- 13. \$250,000
- 12. \$125,000
- 11. \$64,000
- 10. \$32,000
- 9. \$16,000
- 8. \$8,000
- 7. \$4,000
- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

Contact Application Support if you need help with the following:

A: Make a manual journal entry

B: Create a payable

C: Issue a check

D: All the above



- 15. \$1,000,000
- 14. \$500,000
- 13. \$250,000
- 12. \$125,000
- 11. \$64,000
- 10. \$32,000
- 9. \$16,000
- 8. \$8,000
- 7. \$4,000
- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

Which report is the Receipt Register Report?

A: CZRRCPT

B: CBACRPT

C: CZRRCRG

D: CBIRCPT



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- 8. \$8,000
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- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

Which two forms rely upon one another?

A: CZRRCRG

B: CAAPYOL

C: CBAPAYM

D: CTRBANK



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- 10. \$32,000
- 9. \$16,000
- 8. \$8,000
- 7. \$4,000
- 6. \$2,000
- 5. \$1,000
- 4. \$700
- 3. \$500
- 2. \$200
- 1. \$100

What is the DETC for interest received?

A: INTD

B: INTE

C: INTR

D: INTS



15. \$1,000,000

14. \$500,000

13. \$250,000

12. \$125,000

11. \$64,000

10. \$32,000

9. \$16,000

8. \$8,000

7. \$4,000

6. \$2,000

5. \$1,000

4. \$700

3. \$500

2. \$200

1. \$100

What is often entered in the Receipt ID field on CBAPAYM?

A: Receipt #

B: System-generated #

C: Attorney bar #

D: Pay plan #



15. \$1,000,000

14. \$500,000

13. \$250,000

12. \$125,000

11. \$64,000

10. \$32,000

9. \$16,000

8. \$8,000

7. \$4,000

6. \$2,000

5. \$1,000

4. \$700

3. \$500

2. \$200

1. \$100

Where may I go to close active cashier sessions?

A: CBACREV

B: CAAPADJ

C: CBACSPV

D: CAACKRC



15. \$1,000,000

14. \$500,000

13. \$250,000

12. \$125,000

11. \$64,000

10. \$32,000

9. \$16,000

8. \$8,000

7. \$4,000

6. \$2,000

5. \$1,000

4. \$700

3. \$500

2. \$200

1. \$100

What occurs during test and live modes in CAPCFED?

A: Grabs data from collection tables

B: Records receivables

C: Dumps data into general ledger

D: Accrual accounting



**Congratulations
and thank you for
coming!**

Refresh, Reset, Refocus